



**ALTERNATIVE INVESTMENTS OPERATIONS MANAGER
NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF INVESTMENT**

The New Jersey Department of the Treasury's Division of Investment seeks a senior investment professional with exceptional leadership skills and an understanding of alternative investment asset classes and pension fund operations. This position is responsible for establishing and maintaining appropriate policies and procedures for the ongoing monitoring, valuation, and accounting of New Jersey's Alternative Investment Program. Responsibilities include ensuring compliance with all Alternative Investment policies and regulations; acting as a liaison between general partners, custodians, Accounting, auditors, and both internal and external legal teams; preparing performance analyses of the existing portfolio; tracking and managing cash flows and documentation related to alternative investments; ensuring accurate accounting of all fees and expenses and performing necessary reconciliations; managing legal processes for new and existing investments and reviewing and negotiating partnership agreements, side letters, and amendments with the Attorney General's Office and outside legal counsel; responding to, and resolving Open Public Record Act requests; coordinating personnel assignments for bi-monthly Investment Committee Meetings; and managing subordinate Portfolio Managers and/or Analysts and conducting performance reviews of staff.

The Division of Investment manages the \$72 billion of combined assets of the State of New Jersey's seven public retirement systems; the 17th largest fund among the nation's private and public pension funds. These funds provide benefits to almost 800,000 current and future retirees. The Division of Investment provides investment services to various government entities and also manages the Cash Management Fund for the State of New Jersey. The Division's proximity to major financial markets in New York City offers staff the unique advantage of accessing its financial partners and their expertise on a regular basis. The Division also enjoys the benefits of a very experienced and knowledgeable State Investment Council. The relationship between senior staff and the State Investment Council has been marked by close cooperation, with the Council committed to the Division's mission of "achieving the best possible return at an acceptable level of risk using the highest fiduciary standards."

REQUIREMENTS:

EXPERIENCE: Minimum of five years of general investment experience with at least three years of directly-related operational experience in the applicable asset classes at a high-quality institutional investment organization.

Preference will be given to candidates who possess having experience in building, maintaining and managing investment programs; demonstrated ability to originate and maintain successful relationships with managers, investment consultants, and other service providers in the areas of focus; experience negotiating contracts and partnership agreements with investment managers; strong understanding of capital markets, exceptional written and verbal communication skills, and strong quantitative modeling capabilities

EDUCATION: Possession of a Bachelor's Degree in Finance, Accounting, or a related field. MBA and/or CFA and/or CAIA preferred.

RESIDENCY REQUIREMENT: New public employees are required to obtain New Jersey residency within one (1) year of employment. Visit <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html> for more information.

Salary is commensurate with education and experience. A comprehensive benefits package is offered.

If you are qualified and interested in this position, please send your cover letter and resume, **via e-mail only**, no later than **March 10, 2017** to:

**NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "ALT. INV. MGR. in the Subject Line)**

New Jersey is an Equal Opportunity Employer